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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 1 February 1965

FROM : Chief, Orientation Faculty

SUBJECT: Biweekly Activities Report No. 3
18 - 29 January 19651. Intelligence Orientation

W
L.O. #75 began on 25 January with an enrollment of 44 students. This is a more senior group than most, with one-third of the students in Grade GS-11 or above. We note an unusually large number of senior scientists from the DDS&T area in the class.

2. JOT Orientation

W
An analysis of the January JOT group reveals that they made a slightly better average rating in their first examination than the most recent comparable group of July 1964. The results showed no significant difference in scores between the large number of "internals" and the "externals" (Agency newcomers) in the class. Our staff opinion, based on only one week's experience with the class, is that there may be a good number of potentially outstanding individuals in this group. Seven received an "Outstanding" rating, and 33 a "Strong" rating on the test.

3. JOT Tutorial

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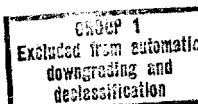
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Messrs. [REDACTED] participated in a series of tutorial briefings for a deep cover JOT during the week of 18 January. [REDACTED] of FE Division, who is "handling" this JOT until the Operations Course begins, tells us that the JOT appreciated the briefings very much and that it made him feel more like a full-fledged member of his class, which he will not be joining until March.

4. EOD Briefing

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On 25 January, [REDACTED] presented the CIA Introduction to 14 EOD's at Headquarters. There have been a number of difficulties attached to the EOD briefings we have given in this room (GA-13) first with the projection equipment, and

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25X1A last week with the overhead projector. Since this is the first formal OTR training program which the EOD's receive, we feel that it should run as smoothly as possible. Through [REDACTED], we have called this problem to the attention of the Office of Security, which is responsible for the room.

5. Participation in National Interdepartmental Seminar Session

25X1A On 21-22 January, [REDACTED] participated, as guest
25X1A of [REDACTED] in a two-morning seminar entitled "How to Run a Seminar". The program was conducted by Dr. L. Harvey Poe, President of the International Technical Assistance and Development Corporation, for NIS instructional personnel.

25X1A Dr. Poe only briefly expounded his concept of what a seminar should be or not be before launching a round-table discussion on "The Purpose of the State...the Confrontation of Communist and Democratic Ideologies". The historic Western view was first developed; then the Communist. Although some participants seemed to feel that they were not learning much about the technique of seminars, nearly all commented that it had been a good mental exercise in forcing them to articulate their principles. [REDACTED], CIA's official Seminar representative, was one of the outstanding participants in developing the main theme of both sessions.

25X1A [REDACTED]

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Memorandum

TO : Chief/Intelligence School

DATE: 1 February 1965

FROM : Chief/Management Training Faculty

SUBJECT: Biweekly Activities Report No. 3
18 - 29 January 1965

SUPERVISION #85

Supervision #85 convened on 1 February with twenty-five students whose origin is as follows: 14 - DD/I; 8 - DD/S; 3 - DD/P. By arranging the students at four groups of tables we find that we can accommodate this number comfortably in Room 603.

EXECUTIVE SEMINAR

MTF met with John Clarke last week to complete the assignment of the participants to various teams. We feel that we arrived at a very workable arrangement. Everything has been done that can be done in preparation for this Seminar.

CONTRACT WITH [REDACTED]

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[REDACTED] accompanied by Mr. [REDACTED] of the Office of Logistics, conferred last week in New York with [REDACTED] and [REDACTED] in regard to a contract with [REDACTED]. Acceptable terms were arrived at for future dealings with this corporation, and we expect to finalize the contract soon. A security officer and an auditor have also visited this corporation in connection with the proposed contract.

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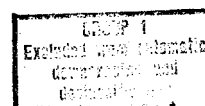
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PILOT PROJECT

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[REDACTED] of the Office of Finance has provided us with a list of those who will take Phase I of the Pilot Project. We are awaiting the arrival of course materials before doing anything more. Mr. John Clarke has said he would like to enter four of his staff in the first class of the Pilot Project.

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BIBLIOGRAPHY

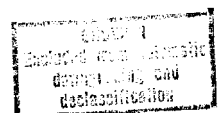
MTF has issued a revised version of its management bibliography comprising eighty-two items with appropriate commentary. Copies are available to interested parties.

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Memorandum

TO : Chief, Intelligence School

DATE: 29 January 1965

FROM : Chief, Clerical Training

SUBJECT: Bi-Weekly Activities Report, No. 3
18 - 29 January 1965

1. Number in Clerical Induction Training:

11 - 15 January 196518 - 22 January 196535 trainees in classes49 trainees in classes31 of these entered classes
for the first time24 of these entered classes
for the first time

2. Number in Clerical Orientation Training:

11 - 15 January 196518 - 22 January 1965no trainees10 trainees

3. Results of Official Agency Testing Administered in Clerical Induction to Entrance-On-Duty Employees:

11 - 15 January 1965Typewriting
ShorthandTestedPassed

21

5

8

4

18 - 22 January 1965Typewriting
ShorthandTestedPassed

16

3

5

0

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Bi-Weekly Activities Report, No. 3
18 - 29 January 1965

4. Results of Official Agency Testing Administered to Applicants:

	<u>11 - 15 January 1965</u>	
	<u>Tested</u>	<u>Passed</u>
SET	33	
Typewriting	20	2
Shorthand	5	2
Card Punch Operator		
Aptitude Test	0	

	<u>18 - 22 January 1965</u>	
	<u>Tested</u>	<u>Passed</u>
SET	30	
Typewriting	18	5
Shorthand	4	0
Card Punch Operator		
Aptitude Test	2	

5. Results of Official Agency Testing Administered by Clerical Refresher:

	<u>25 - 26 January 1965</u>	
	<u>Tested</u>	<u>Passed</u>
Typewriting	10	1
Shorthand	9	0

6. Visit to IBM: At the invitation of [REDACTED] members of the Clerical Training Faculty visited IBM at 1225 Nineteenth Street, N.W. on 28 January 1965. There they were given a demonstration of IBM's new machine called the Magnetic Tape Selectric Typewriter. This instrument performs similarly to the Flexowriter but uses magnetic instead of punched tapes. Two of the machines are already in use in the Agency.

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[REDACTED]

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Memorandum

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TO : Chief, Intelligence School

DATE: 1 February 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Bi-Weekly Activities Report No. 3
18 January 1965 - 29 January 1965

25X1A 1. [REDACTED] gave the briefing on Photographic Intelligence in the Intelligence Orientation Course #75. He has received a request to give a three-hour presentation on Aerial Photographic Interpretation to the [REDACTED] 25X1A
25X1A Operations Course at [REDACTED] on 1 March.

25X1A 2. [REDACTED] was contacted by [REDACTED] 25X1A
25X1A of the Language and Area School pertaining to a request
25X1A [REDACTED] had received from the NPIC Training Officer
25X1A for a course on the geography of China for NPIC personnel. [REDACTED] told [REDACTED] that we have three 25X1A
professional geographers on the Intelligence Production Faculty and that we are familiar with NPIC and the type of work their people do and of our experience in establishing and giving the Geography of the USSR Course.
25X1A He offered to assist [REDACTED], depending on his availability as dictated by our present schedule. No definite time for the course was known at the first meeting. When
25X1A [REDACTED] had established the dates of the course with NPIC, he again met with [REDACTED] to discuss the 25X1A
various segments of the course. The course is to be offered in three half-day sessions a week from 8 February through 26 February. During this period, [REDACTED] 25X1A
will not be able to participate because of his present schedule. However, for one week of the course [REDACTED] 25X1A
25X1A and [REDACTED] will be able to help and since both are
25X1A interested in teaching a course in the geography of [REDACTED] 25X1A
25X1A [REDACTED] worked out a schedule with [REDACTED] for 25X1A
25X1A the IPF to give two three-hour sessions of the course.
He also suggested to [REDACTED] the names of people in the Geographic Research Area, the Economic Research Area, the Military Research Area, and the Office of Scientific Intelligence who might help in the other sessions of the

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PAGE TWO - BI-WEEKLY ACTIVITIES REPORT NO. 3

course. The training to be given by [REDACTED] and [REDACTED] will be on 15 February and on 19 February. This request to establish and give a course on the Geography of [REDACTED] appears to have been wrongly routed within OTR. It would have been much more logical to have had the Intelligence School handle the request from the beginning. The Intelligence Production Faculty has three geographers who are interested in and capable of offering such a course. They are also knowledgeable of NPIC and have the necessary clearance to work with NPIC, and they also have the intelligence production knowledge and contacts with the other Agency components necessary for offering an up-to-date course from the functional interests of intelligence and more particularly from that of photographic interpretation. 25X1A 25X1A 25X1A

3. The JOTs in the Intelligence Production Course have completed their training on the first subject of the course, Geographic Intelligence. The students had two and a half days on maps which they greatly needed. On the map pre-test only two of the JOTs demonstrated any ability to use maps for intelligence purposes. The grades ranged from 82 to 12 with the third highest grade being a 68. All demonstrated considerable improvement on the final map exercise. As part of their training on Geographic Intelligence, the JOTs spent a full day in the Geographic Research Area of ORR being briefed by the Chief, Mr. [REDACTED] and each of the three division chiefs. In each division they spent time talking to individual analysts about their work. In the seminar that followed, the students demonstrated that they had learned a great deal about the production of geographic intelligence and had a good understanding of the subject. This group of JOTs appears to be capable, highly motivated, and to have a high degree of class spirit. Another distinctive characteristic of this class is a willingness to ask questions. Some JOT classes do, and some don't. This class does, and makes it a pleasure to teach. 25X1A

4. Intelligence Production Course No. 11 started on 25 January with 20 JOTs evenly divided between male and female. Once again the pretest showed them how much they had forgotten about the DD/I and DD/S&T since the

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PAGE THREE - BI-WEEKLY REPORT NO. 3

period of their Headquarters training. The class average and the spread was similar to, but a few points higher than the previous group. Despite the horror of facing a test the first day, they seemed eager and willing to plunge into the course.

5.  has requested that ~~we~~ review the Defense Intelligence School's plans for production training in its new JOT course. The production segment is scheduled to utilize 7 weeks in the 13 week course.

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2 February 1965

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT: Biweekly Activities Report #3
18 January - 29 January 1965

BRIEFINGS OF CIA PERSONNEL

1. CIA Introduction: On 18 January, I gave the EOD briefing for 22 new employees, and on 25 January, [REDACTED] presented the briefing for 14 persons.

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BRIEFINGS OF U.S. GOVERNMENT GROUPS

1. US Army: On Tuesday, 19 January, I gave a lecture to over 400 officers at the US Army Armor School at Fort Knox, Kentucky. I am usually treated well in all of the military posts which I visit; in this case, the Army really outdid itself. Last year I had a Captain as an escort officer; this year I was met by an "honor guard"--a Lt. Colonel, a Major, and a couple of enlisted men who bowed and scraped their way through my whole visit. I was mystified but asked no questions and enjoyed, for 24 hours, the luxury of being a VIP. I had lunch with the Commanding General of the post and also Major General Hurlbit, the G-4 of the Area Command under which Ft. Knox comes, and Brigadier General Murdoch, who is in charge of the Armor School, and other assorted Colonels from Ft. Knox. We had a very pleasant time. In the afternoon before I left, my escort officer and I had a little libation, shall we say, on company time in my rather magnificent quarters. The mystery of my treatment was cleared up when he asked me, with great deference, how it was that a man as young as I could achieve the position of a GS-19, which was, after all, the rank of a Lt. General. I assured him that while I was not complaining about my salary, I was not a GS-19. (To myself I thought that I had never even heard of such an animal.) And then he made a remark which I shall cherish for a long time as the nicest compliment which has been paid me since I have been a briefing officer. "Well," he said, "you certainly carried it off nicely." And we both had a fine laugh on that one. I might say that the briefing did go very well and they seemed very much pleased with it. I might also say that I am attaching a newspaper clipping which indicates that considerable gold was removed from Ft. Knox that week. You may draw your own conclusions with my hopes that they will be charitable.

For your weekly laugh!

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NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S *08012*

NEXT REVIEW DATE: _____

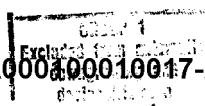
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DATE: *26-7-82*

REVIEWER: *086199*

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SUBJECT: Biweekly Activities Report #3

P.S. I have no idea how the authorities at Ft. Knox came to the misconception of my rank, but who are we to disabuse them of it. All is vanity!

2. AID: On 22 January, I briefed over 100 AID people attending the Overseas Orientation course. They seemed to be most attentive and I received a number of very interesting questions.

3. State: On 25 January, I briefed the Foreign Service Reserve Officer and Clerical group. About 40 people were involved in this briefing and I enjoyed the usual interested audience.

W 4. State: On 26 January, I briefed a new group of Junior Foreign Service Officers, those just coming into the State Department. This was a group made up only of FS officers; no USIA people were involved. This is always a fine audience to talk to and we had a most interesting morning. They asked numerous questions. I find that the questions about the CIA, from the military and particularly from the FS people, are growing less and less hostile all the time. Very rarely, these days, do I find any questioning implying a negative attitude. Very few questions are based upon the reading of "The Invisible Government" or other negative sources of information.

BRIEFINGS OF U.S. OFFICIALS

1. On 22 January, I briefed Brig. General Jack Crowley, who is going to Vietnam shortly as the J-4. I gave General Crowley a short briefing on the Agency organization and functions, and then brought in the OCI desk analyst on Vietnam, [REDACTED] who has just returned from a three-year tour in that area. Later, [REDACTED] from the DDP [REDACTED], came down and had a talk with General Crowley. The briefing seemed to go along very successfully.

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2. On 29 January, I briefed Mr. Forrest D. Hockersmith, Director, Office of Export Control of the Department of Commerce, as well as Messrs. Charles B. Clements, Richard W. Lindsay, and Charles F. Boehm. This briefing was to have been for about one hour and forty-five minutes, and they kept me for two hours and fifteen minutes asking numerous questions and discussing some of their problems with the Agency. They asked such questions as "How can we influence the CIA to do as much effective work in providing information and support in economic denial programs against the USSR [REDACTED] as they are doing against [REDACTED] --an area which they repeatedly referred to as an outstanding example of the work we are doing and the excellent cooperation they are getting from the Agency.

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SUBJECT: Biweekly Activities Report #3

BRIEFING OF PRIVATE GROUP

1. On 20 January, I was in New York City and gave a briefing to some 60 members of Chapter 23 of the Military Intelligence Reserve Society. These gentlemen meet in an ancient mansion on Governor's Island, a place well suited to their membership. Many of these military intelligence reserve officers are men in their 70's and a few were up in the high 80's, and they have a very fine time, indeed, at their meetings. They all seemed most interested in what I had to say and most of them seemed to have a very positive attitude towards the Agency. One of the gentlemen approaching the status of an octogenarian was Assistant Military Attaché in Bern during the first World War and knew Mr. Dulles quite well during this period. I was regaled, by numerous of these individuals, with many tales of intelligence in the old days, material which I can well use as a background for my work.

BRIEFING OF FOREIGN OFFICERS

On 21 January, I went to Ft. Holabird to talk to a group of 25 Southeast Asian officers on the National Security system and intelligence. One is never quite certain about how much of what we say is understood by people from this area, since they are reluctant to ask questions in hesitant English. Perhaps this is a matter of loss of face with the other officers because of their lack of knowledge of the language. I have adopted a system of having frequent breaks during which I wander among them and answer their questions and attempt to straighten out any misconceptions they may have gotten from the lecture. It seems to work quite well and I get many questions on this more personal basis.

MISCELLANEOUS

During this period, the details of plans for the new Overseas Orientation program have been hammered out, and [REDACTED] and I expect to have a first run of the two half-day sessions on Tuesday and Wednesday, 2 and 3 February. [REDACTED] will move into Headquarters during the week of 8 February.

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[REDACTED]

25X1A

Orientation & Briefing Officer

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